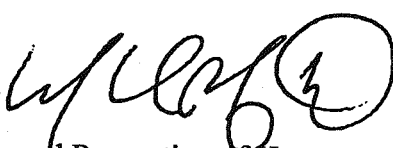




# Federal Aviation Administration

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## Memorandum

Date: February 17, 2012  
To: FAA Management Board  
From: Michael P. Huerta, Acting Administrator   
Subject: Annual Reminder on Non-Discrimination and Prevention of Harassment

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The Federal Aviation Administration (FAA) is committed to being a model Equal Employment Opportunity (EEO) employer. This means that the FAA complies with all anti-discrimination laws, regulations, and policies and is committed to the prevention of harassment and discrimination in the workplace on the basis of race, sex (including pregnancy and gender identity), color, religion, national origin, age, disability, genetic information, or sexual orientation. Retaliation against an employee who has filed an EEO complaint or participates in the EEO process is also prohibited.

The FAA has a zero tolerance policy for discrimination and harassment. I expect all FAA employees to monitor their own conduct in the workplace and to act in conformance with applicable law as well as agency regulations and policies.

The Equal Employment Opportunity Commission, under Management Directive 715, requires Federal agencies to reaffirm these EEO policies on an annual basis. Management officials are responsible for enforcing these policies and ensuring that all employees are fully aware of these policy statements. I am asking that you make certain that the Non-Discrimination and Prevention of Harassment policy statements that I have recently signed be distributed to all employees in your organization. The policy statements are available on the Office of Civil Rights organizational page at:

[http://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/acr\\_resources/policies/](http://www.faa.gov/about/office_org/headquarters_offices/acr/acr_resources/policies/).

If you have any questions, please contact the Office of Civil Rights at (202) 267-3258. Thank you for your continued support.